

### New DEA Registration: Initial Controlled Substance Inventory

At the time a new DEA registration is issued the registrant must perform an initial inventory (actual physical count) of all controlled substances currently in their possession. If no stocks of controlled substances are on hand, then the registrant should make a record showing a zero inventory. Keep the initial inventory record at the licensed-registered location. The DEA does not require you to submit a copy of the initial inventory to their office, unless specifically requested.

Date: \_\_\_\_\_ DEA Registration Number: \_\_\_\_\_

DEA Registrant (Print Name): \_\_\_\_\_

DEA Registrant Address: \_\_\_\_\_  
(As it appears on the license)

Inventory Performed By: \_\_\_\_\_  
Print Name Signature

Inventory Witnessed By: \_\_\_\_\_  
Print Name Signature

Inventory Completed at start of business day       Inventory Completed at end of business day

CS Schedule <sup>1</sup>	Drug Name	Container Unit Type (e.g. vial, box)	Quantity (# of containers)	Container Volume or Amount	Concentration (e.g. mg/mL)

(1) Schedule (I and II) drugs must be inventoried separately from all other drugs (i.e. Schedules III-V) or placed on a separate form.